

**USACE FINANCE CENTER  
BIWEEKLY REPORT  
PERIOD ENDING 28 JUNE 2002**

**I. CEFMS:**

- a. We coordinated with various functional representatives to resolve problems for two USACE activities related to real property. We helped correct and balance the real property records---some of the problems had existed since the activities converted to CEFMS. Functional representatives for the Real Estate Management Information System worked closely with our functional representatives to ensure the records were properly adjusted/corrected.
- b. We established a new CEFMS system edit for all purchase requests, including labor and travel, to ensure that PRIP funding is cited for acquisition/construction of revolving fund assets.
- c. We are testing the use of new roles created for users who have the authority to adjust the amount of and delinquent fees of a bill. Users with the role will be required to select a justification when the amount of the bill is changed.
- d. We released a new screen, OPEN ACCOUNTS RECEIVABLES AMOUNTS, which will allow enhance users ability to match checks received with uncollected bills. Users will be able to query bills by principal amounts due, by delinquent fees amounts due and by the sum of principal plus delinquent fees due by debtor.
- e. A users manual for Customer Order Bills is being drafted. The manual will include all screens applicable to customer order billings.
- f. We fielded a new option for the "Where Assigned vs. Where Worked" report in the Manpower Module. This option allows users to see the appropriation (department code and symbol) to which direct labor is charged. Users can now compare this information more easily with the employee's assigned AMSCO, by appropriation.

g. We modified CEFMS to change the Management Decision Package (MDEP) code of all open allotment funding registers whenever a change was made to the MDEP. This modification eliminated foreign currency payment problems caused by the MDEP codes being different between the base and the open allotment funding registers.

h. We met with CEEIS representatives to provide input and discuss the requirements of Continuity of Operations Plan (COOP). The CEEIS representatives are responsible for developing the plan---the plan is required for best business practice and is also required for the CEEIS DITSCAP. Our CEFMS functional representative provided input for CEFMS, as well as other Automated Information Systems (AIS).

## **II. PROBLEM REPORTS/IMBALANCES:**

a. Open problem report inventory:

|                             | <u>This Report</u> | <u>Last Report</u> |
|-----------------------------|--------------------|--------------------|
| Total Problems              | 795                | 756                |
| Priority #1 Problem Reports | 94                 | 77                 |
| GUI Relate                  | 1                  | 1                  |

Received 187 new problem reports and completed 148 problem reports.

b. Database Imbalances on our 61 Production Sites:

| # of Imbalances | <u>This Report</u> | <u>Last Report</u> |
|-----------------|--------------------|--------------------|
| None            | 57                 | 54                 |
| One             | 1                  | 4                  |
| Two             | 0                  | 1                  |
| Three           | 2                  | 1                  |
| Twelve          | 1                  | 1                  |

### III. ACCOUNTING OPERATIONS:

#### NUMBER AND LOCATION OF ONBOARD PERSONNEL:

| <u>LOCATION</u> | <u>ONBOARD</u> |
|-----------------|----------------|
| MILLINGTON      | 262            |
| HUNTSVILLE      | 23             |
| USACE HQ        | <u>1</u>       |
| TOTAL           | 286            |

#### DISBURSING WORKLOAD DATA:

| <u>PAYMENT</u> | <u>CURRENT MONTH</u><br><u>June 01 - 26</u> | <u>YEAR TO DATE</u><br><u>Oct 01 - Jun 26</u> |
|----------------|---|---|
|----------------|---|---|

#### BY CHECK:

|                  |               |                 |
|------------------|---------------|-----------------|
| Checks Issued    | 15,620        | 148,340         |
| Percent of Total | 17%           | 18%             |
| Dollar Amount    | \$131,623,520 | \$1,185,155,986 |

#### BY EFT:

|                  |               |                 |
|------------------|---------------|-----------------|
| Transfers Made   | 42,189        | 345,674         |
| Percent of Total | 83%           | 82%             |
| Dollar Amount    | \$826,759,467 | \$6,644,660,084 |

### IV. OTHER UFC ISSUES:

a. Valerie Bacon, our Human Resources and Labor relation Liaison, attended the Employee/Labor Relations Conference in Orlando 25-28 June. Jeannie Hansohn, Nancy Stragand, and Linda Beckles, CEHR, did an outstanding job of presenting issues such as appropriate charges for disciplinary actions, the new performance management system, telework, third party intervention, duty to bargain, and unfair labor practices. The conference was an excellent presentation of current employee/labor relations issues and associated case law.

b. At the request of CERM-B, Our Directorate of Accounting, Review and Analysis Division determined the beginning balances for BRAC at the full, eight digit, Army Management Structure Code (AMSCO) level. USACE Project Managers need the detail that level in order to accurately track and monitor their BRAC accounts. In the past, DFAS rolled the end-of-year balances to a summary, four-digit, AMSCO level. We requested DFAS to not "roll" the balances

at the end of this fiscal year and they agreed. This is an excellent example of cooperation between CERM-B, the UFC and DFAS and a benefit to our project managers.

c. Prior to the implementation of direct reporting for military funds, DFAS recorded unidentifiable obligations and un-obligated funds available in a bogus Fiscal Station Number (FSN) file. At the beginning of this fiscal year (FY 02), DFAS Indianapolis tasked the UFC to resolve and clear the bogus FSN listing prior to the end of this fiscal year. The balance in the account at the beginning of this fiscal year was \$3.1 million. We have totally cleared the balance --- FSN listing is \$0.00. All amounts were identified to the appropriate FSN and resolved.

d. We are continuing to host CFO workshops for military appropriations to assist USACE activities to analyze and correct or justify abnormal general ledger account balances. We also evaluate the accuracy of net position general ledger account balances for open appropriations. The Philadelphia District has done a commendable job in clearing abnormal account balances and ensuring the accuracy of debtor class codes--a key element in reconciliation of intragovernmental account balances.

e. OUSD has formed an accounts receivable workgroup to review the management of accounts receivable within the Department of Defense. To assist in this review, each service has been asked to provide a schedule of aged accounts receivable balances for each of the previous five fiscal years. The Directorate of Accounting, CFO/RECON Division is retrieving the data from the CEFMS databases and reconciling the data to the financial statements. We will provide the requested accounts receivable data by the due date, 31 July 2002.

f. The UFC will host representatives from DFAS-DE, DFAS-IN and USACE CEFM-F in late July to determine the final resolution for Air Force problem disbursements and reconciliation issues. May's Air Force listing had a net balance of \$1.3 million. June's net balance is \$536 K, a reduction of \$780 K from May. We have received positive feedback from DFAS-DE on our accomplishment--we are committed to resolving the remaining balance expeditiously.

g. At 28 June, the net unmatched/problem disbursements greater than 120 days old for activities supported by the UFC was \$854K. Including the Pacific Ocean Division (POD) the grand total amount for USACE was \$1,228. Again, the USACE missed of goal to have a \$0.00 balance. But of the \$1,228 net grand total, \$732K belongs to HECSA and \$454K belongs to POD. As I informed you in March when we discussed the recommendation to direct the activities to absorb balances or process the transactions off-line greater than 360 day old, I was confident that given the time we could resolve these old outstanding problems. If HECSA and POD will focus on resolution, I am still confident that USACE will have a \$0.00 balance of problem disbursements greater than 120 days old at 30 Sept 02.

h. The Directorate of Accounting, Cash Report Division has far exceeded my goal to eliminated 60% of the Command Expenditure Report (CER) errors this fiscal year. CERs are military accounting disbursement and collection difference between the Statement of Transactions to Treasury and the Integrated Command Accounting Report (ICAR) to DFAS. The majority of the CERs were assumed by the UFC as we consolidated USACE activities. The beginning FY CEF balance was \$19 million, we project the 30 June balance to be \$1.1 million - a 94% cleared and resolved rate and they project a \$0.00 balance at 30 September 02.

i. We are currently testing the Defense Cash Accountability System (DCAS) end-to-end using data from the Fort Worth and Savannah districts. Our plans based on test results is to go live with DCAS on 1 July 02. There was a delay in the testing because DFAS-IN was unable to provide a test database for the UFC to use.

j. Our Travel Division Chief attended the National Travel Forum in Nashville, TN on 17-20 June 2002. The forum provided an exceptional opportunity to learn about travel initiatives in the public and private sector. Numerous USACE activities personnel attended the forum.

k. On 24 June 2002, we provided Web Invoicing training to our Accounts Payable Staff. We are taking action, in

coordination with DFAS, to notify participating vendors of the availability of the USACE Module of the Web Invoicing System (WInS). We have also provided the PARC a draft letter to be issued to all USACE contracting officers on the benefit and availability of Wins.

l. We are currently training our Accounts Payable Division staff on the foreign currency business process. We will continue to train the staff until all personnel have received the training and are familiar with the process.

m. Our Disbursing Division Chief, Lee Autry, and our Collections/Deposits Branch Chief, Anne Schmitt-Shoemaker, will present a briefing on the Corps' IPAC business process at the Department of Defense Intergovernmental Payment and Collection System Conference in Columbus, OH on 9-10 July 2002.

n. We have aggressively pursued EFT enrollment for both vendors and travelers since April 2002. In April and May, we mailed EFT information to all vendors and in June to all travelers. The mailed information has been very positive as the UFC overall EFT disbursement percentage has increased to over 80%.

o. We have completed our test of the Windows 2000 operating system for our disbursing functions. All PCs in the Disbursing Division will be upgraded to Windows 2000 during the first week of July 2002. This will complete our conversion of all PCs to Windows 2000 for the UFC.

p. On 27 June, our Resource Manager, James Greene, attended the OMB Exhibit 300B workshop presented by CECI at HQS USACE. The workshop furnished instruction on preparation of this OMB exhibit for the FY 04 President's budget. The exhibit provides budget justification data for capital assets, including information technology acquisitions such as software. The UFC participated in the workshop representing our capitalized asset, CEFMS. Presentations covered the extensive changes to the exhibit including new business case requirements for alternatives analysis, risk management, performance goals and measurement system, life cycle cost formulations, and support of the President's management agenda items.

q. The Resource Management Division has initiated post-audit of commercial vouchers processed by the UFC. Items

selected for audit are determined using statistical sampling. Initial review procedures have in large part been restricted to a review of the data in CEFMS, since the UFC does not have access to contracts. The PARC office is, however, still exploring the development of an automated means to retrieve needed contract data from the Standard Procurement System. In the interim, the UFC has requested that supported activities provide hard copies of contracts that are selected for audit.

r. On 27 June, we received feedback from CERM-M on the baseline submission packages that we provided for the Manpower Certification Survey. The Resource Management Division will review the comments provided by CERM-M and make revisions as necessary. Prior to the due date for the final baseline submission packages, we will also make changes required by the revised format issued by CERM-M in May.

s. On 12 June, the Resource Management Division completed the second of the triennial reviews of commitments, obligations, accounts payable, and customer orders. The certification statement of review results was transmitted to CERM-F. The review resulted in minor decommitments and deobligations on the UFC database.

t. On 28 June, the Accounting Quality Division provided CERM-F and CECW an updated aging of FEMA disaster bills issued by USACE activities. There was a significant increase in total receivables due to new bills totaling about \$26 M issued by the New England District for work being done in connection with the World Trade Center attack. The bills were primarily for contracted technical assistance provided at the Staten Island Landfill site.

u. During 17-19 June, Eileen Gildea of the Resource Management Division attended a portion of the week-long meeting concerning Military Recruiting Leases at the request of Chuck Anderson, CERM-BF, and as a member of the RFMIS NT Workgroup. The group worked on the documentation being written on the Finance/Budget portion of the RFMIS NT system that is being developed. This documentation includes CEFMS information and procedures for the establishment of work items and obligations, which are to be, implemented Corps wide on 1 October 2002.